

Letter of Dispute Resolution

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Payment Dispute Resolution for Scope Changes

Dear [Subcontractor's Name],

We are writing to address a payment dispute that has arisen concerning the recent scope changes on the [Project Name]. As per our agreement, we value your contributions, but we need to resolve the outstanding issues regarding the payments associated with these changes.

Details of the Dispute:

- **Original Scope of Work:** [Description]
- **Change Order Date:** [Date]
- **Additional Work Done:** [Description]
- **Disputed Amount:** [Amount]

We request a detailed breakdown of the additional work performed and associated costs to better understand the basis of the disputed payment. Please provide the necessary documentation by [Deadline Date] so we can review and resolve this matter promptly.

If we are unable to reach an agreement by [Proposed Resolution Date], we may need to schedule a meeting to discuss this in further detail.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]